

BCI INSTRUCTION SHEET

We have negotiated with ERIC to make the process much more efficient. Outlined below is a simplified and more efficient BCI process of which allows us to get BCI results BEFORE the seasonal and/or applicant actually starts work with us. This new process avoids the situation of having to terminate after they start with UDOT if the seasonal or applicants gets a negative BCI result.

Below is the process - you may send out to your Region's hiring personnel as needed.

When you have made a decision on who to hire, then:

- (1) make a conditional offer using our form (see attached BCI Authorization form);
- (2) have the applicant and/or seasonal to be hired sign the form;
- (3) then fax or scan to our HR office (fax is: 801-965-4540);
- (4) we then send to ERIC;
- (5) ERIC then processes the BCI; ERIC has committed that they would give us the results within one or two hours or less.

This is all done prior to having the employee do the on-boarding process.

If you have questions, you may contact your assigned HR Analyst or Tim Walden at 435-896-1301.



AUTHORIZATION AND WAIVER FOR CRIMINAL BACKGROUND CHECK

Thank you for your interest in a position with the Utah Department of Transportation (UDOT). We are pleased to make you a conditional offer of employment. Please note that this is not an offer of immediate employment, but is conditioned upon your successful completion of a background investigation conducted according to UDOT guidelines. We advise you not to give notice to your current employer, quit your job, or relocate to the geographical area of the position for which you have applied.

The background investigation is one process used to evaluate your qualifications and suitability for employment with the Department of Transportation. All personal information requested will be used in order to confirm your identity for an accurate background investigation. The personal information will not be used for any other purposes and will be protected from unauthorized disclosure in compliance with Utah Law and Department of Transportation policy.

Name: _____

Social Security Number: _____

Date of Birth: _____

Driver License Number: _____

As a condition of employment with the Department of Transportation, I hereby authorize a criminal background check to be conducted by the Utah State Bureau of Criminal Investigation. I also authorize the release of any and all criminal history records to the Department of Human Resource Management including information of a confidential or privileged nature **and any outstanding warrants.**

I understand that any information about me that may be contained in a criminal history record will be used to determine the suitability of my employment and that failure to allow a criminal background check will result in my application no longer being considered for the position with the Department of Transportation.

I do hereby release all persons or governmental agencies from any damages resulting from the release of such information to the appropriate parties.

SIGNED: _____ **DATE:** _____